

**APPLICATION COVER SHEET**

**SUBMIT ORIGINAL AND 7 COPIES**

Project title for this grant \_\_\_\_\_  
(Give this grant a suitable title)

**TOTAL GRANT AMOUNT REQUESTED:** \$ \_\_\_\_\_

Applicant Information: \_\_\_\_\_  
(Legal Name of Applicant's organization)

\_\_\_\_\_  
(Mailing Address of Applicant's Headquarters) (Post Office Box Number)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(County) (Executive Council District)

\_\_\_\_\_  
(State Representative District Number) (State Senator District Number)

Project Director of Record: \_\_\_\_\_  
(Project Director Name - typed) (Title)

\_\_\_\_\_  
(Project Director Phone Number) (Project Director Fax Number)

\_\_\_\_\_  
(Project Director Work Address) (City) (Zip)

\_\_\_\_\_  
(Project Director E-Mail Address)

Name of person who prepared this application: \_\_\_\_\_  
(Name – typed) (Title)

Signature: \_\_\_\_\_  
(Preparer's Signature) (Date)

Name of authorizing official for organization: \_\_\_\_\_  
(Name – typed) (Title)

Signature: \_\_\_\_\_  
(Authorized Signature) (Date)

**BUDGET COVER SHEET**

**SUBMIT ORIGINAL AND 7 COPIES**

Applicant's Name: \_\_\_\_\_

Project Title for this grant \_\_\_\_\_

**TOTAL GRANT AMOUNT REQUESTED:**      \$ \_\_\_\_\_

**POINTS TO ADDRESS** (*Use the budget sheet provided*)

- Include proposed costs to be funded with grant monies.
- Round costs to the nearest whole dollar.
- Submit no more than two "typed" pages to explain **each** budget category of your project.

<b>BUDGET CATEGORY</b>	<b>EXPLANATION</b>	<b>AMOUNT</b> <i>(in dollars only)</i>
Conservation treatment(s)	<i>Attach a non-biding price quote for the work to be performed that outlines the condition of the materials and the recommended treatment</i>	\$ _____
Consultant Fees	<i>Attach a resume and a fee schedule for services to be used</i>	\$ _____
Consultant Travel	<i>*The mileage allowance for travel is \$0.375 per mile. *Meals allowance:    Breakfast    \$ 5.00                                  Lunch        \$ 8.00                                  Dinner      \$15.00</i>	\$ _____
Personnel	<i>This category includes any costs for processing and/or creating find aids</i>	\$ _____
Archival Supplies	<i>In the attachment, briefly justify the quantity of archival supplies. Do not submit advertisements, catalog pages and/or vendor sheets.</i>	\$ _____
Other	<i>Please explain (e.g., postage, office supplies, etc.)</i>	\$ _____
	<b>TOTAL GRANT AMOUNT REQUESTED</b>	\$ _____

## APPLICATION NARRATIVE

### **SUBMIT ORIGINAL AND 7 COPIES**

#### **Instructions:**

- a. Respond to each question below on a separate sheet(s).
  - b. Include the Narrative Question before providing the narrative response.
  - c. Number the pages submitted.
  - d. Include the applicant name and project title on each page submitted.
1. Summarize the proposed project. Succinctly state the project support you are seeking and the activities you will undertake. What is the content of the material to be preserved? Describe the historic and cultural significance of the materials to the state of New Hampshire. What is the provenance of the materials? Provide a timeline for grant activities. If the applicant does not own the material(s), attach a letter explaining the relationship between the applicant and the public entity that owns the material(s). (*Use no more than two "typed" pages.*)
  2. Describe the current condition of the materials and explain the imminent threat. Clearly state the nature, the extent and the level of severity of the threat, danger or damage to the materials. Explain why there needs to be access to the materials. What is the barrier to service or to a service need? (*Use no more than one "typed" page.*)
  3. Explain how this project addresses the threat to the materials. Describe the proposed conservation work, key personnel involved, and their qualifications. How will the proposed project significantly reduce or eliminate the threat? Explain how your organization will ensure continued maintenance of the materials. Describe how the project will result in increased public access to the materials? (*Use no more than one "typed" page.*)
  4. Budget Narrative Explanation. (Use no more than two "typed" pages explaining each budget category in your financial plan.)

#### **SUPPORTING DOCUMENTATION TO SUBMIT**

1. A total of eight (8) sets of 4" x 6" or larger black-and-white or color photographs.
2. **If the applicant does not own the materials**, a letter explaining the authority under which the applicant will undertake the proposed preservation work on the materials.
3. An attestation on organizational letterhead to the evidence of provenance and public ownership of the materials by the applicant.
4. Historical Societies must submit a letter from their town selectmen stating that the preserved materials will remain public documents and not be sold. In any future event of a sale, Moose Plate grant funds will have to be returned to the State of New Hampshire.